

ENLISTED ETS SEPARATION PROCESS

The process for enlisted Soldiers separating on their ETS date starts no less than 180 days before the effective date of separation. This includes enlisted Soldiers falling under the Enlisted Involuntary Separation Program due to their brigade/unit deploying or inactivating, RCP or QMP. Per AR 635-8 it's mandatory for all enlisted Soldiers ETSing (excluding Chapters, Medicals, Retirements, and Officers) to attend the ETS Separation Briefing at a minimum of 120 days prior to their separation date. Soldiers with accrued leave and wanting to take terminal leave need to attend the briefing no less than 180 to 240 days or more if qualifying for PTDY and have any PDMRA leave. Failing to attend the briefing in a timely manner results in Soldiers not receiving orders in time to start their leave, being able to set up transportation appointments and getting everything cleared (orders take up to 20 working days to process once all required documents are brought to the Transition Center by the Soldier).

The Enlisted ETS Separation Briefing is extremely important. It provides a step by step process of what needs to be done in order to separate from active duty. The ETS briefing starts promptly at 0900 in BLDG 210, Room 118D every Tuesday and ends at 1200. SFL-TAP counselors can sign up clients (excluding Chapters, Medicals, Retirements and Officers) during initial counseling for those who have not already attended the ETS briefing. Walk-ins that have not been scheduled (excluding Chapters, Medicals, Retirements and Officers) for the ETS briefing may also attend.

Information covered during the ETS Briefing includes:

- Documents needed for publishing orders and where to find these documents
- How soon to turn documents in to Transition Center to have orders published
- Location of Transition Center Office
- How long it takes to receive orders
- Terminal leave
- Clearing papers, for Installation and Unit
- How and when processing appointments are scheduled
- What is done at appointments
- What are TAMP benefits
- PTDY
- Clearing CIF and how appointments are scheduled
- Clearing barracks
- Scheduling ISR counseling
- Transportation of HHG
- Separation Physicals
- Filing VA claims
- Processing finance and appointments with them
- Receiving DD 214 and importance of the document for VA and Education Benefits

Attending the ETS Briefing as far out as possible will insure a smooth and stress free transition out of the military.